

HS50-OWI-017

REVISION I

EFFECTIVE DATE: January 27, 2009

ORGANIZATIONAL WORK INSTRUCTION

HS50

QUALIFICATIONS DETERMINATIONS

**APPROVING
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January 27, 2009

CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	11/21/99	Baseline
Revision	A	06/30/99	1. Updated organizational names and mail codes 2. Deleted reference to NHB 3335.1C (NASA Competitive Placement Plan) 3. Added reference to NPG 3335.1D Internal Placement of NASA employees.
Revision	B	11/12/99	Issuance number changed from CD10-005 to CD10-OWI-005 in order to conform to requirements of CD01-OWI-005 Document Control System.
Revision	C	07/12/00	1. Revised format. 2. Records paragraph revised and expanded.
Revision	D	08/29/00	The name of the U.S. Office of Personnel Management's Qualifications Handbook for General Schedule Positions has been changed to: Operating Manual Qualification Standards for General Schedule Positions
Revision	E	10/01/01	Revised text to reflect the implementation of NASA STARS.
		5/28/03	Document Review
		09/9/03	Document Review
Revision	F	10/29/04	Revised to bring this directive in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387). Changed all references from NPG to read NPR. Changed all "wills" to "shall" where appropriately needed.
Revision	G	03/01/05	OWI changed due to reorganization effective 12/12/04. Office title changed from "Human Resources Department" to "Employee Services and Operations Office" and organization code changed from "CD10" to "HS50".
Revision	H	09/20/2007	Various clerical changes
		07/17/2008	Document Review
Revision	I	01/27/09	Revised to remove references to the "Employee Services & Operations Office (ESO)" and replace them with, "Human Resources Services Office." Also revised to add references to NPR 1441.1.

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1. PURPOSE

The purpose of this Organizational Work Instruction (OWI) is to document the process by which the Human Resources Services Office determines whether employees or applicants for positions up to and including the GS-15 level meet the minimum qualification standards established by the U.S. Office of Personnel Management (OPM) or NASA's approved single agency standard for Aerospace Technology (AST) positions to which they are to be assigned.

2. Applicability

This OWI establishes instructions for ensuring that personnel vacancies at the Marshall Space Flight Center (MSFC) are filled by individuals who meet the minimum qualification standards established by OPM or NASA's approved single agency standard for AST for the position that they are to occupy. This OWI does not apply to qualifications determinations for Senior Executive Service positions, Senior Level (SL), Senior Technical (ST), or NASA Excepted (NEX) positions.

3. APPLICABLE DOCUMENTS

NPR 3335.1 Internal Placement of NASA Employees

National Aeronautics and Space Administration Announcement Number NN-100

NPR 3300.1 Appointment of Personnel To/From NASA

USOPM, The Guide to Personnel Record Keeping

USOPM Operating Manual Qualification Standards for General Schedule Positions

4. DEFINITIONS AND ACRONYMS

AST - Aerospace Technology

CPP – Competitive Placement Plan

USOPM/OPM – U.S. Office of Personnel Management

5. INSTRUCTIONS

The guidelines established in the referenced "Applicable Documents" (above) shall be adhered to in all matters related to qualifications determinations.

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Qualifications determinations are performed by Human Resources Office Staffing Specialists and Human Resources Specialists.

Before an employee/applicant is assigned to a Non-AST position at MSFC, the Human Resources Services Office shall first determine whether the employee/applicant meets the minimum qualifications established by OPM for such positions. This qualification determination shall be validated with the processing of the Official Personnel action. The processed personnel action serves as documentation that the minimum qualifications for the position are met and certifies that the action is in compliance with statutory and regulatory requirements.

Before an employee/applicant is assigned to an AST position, the Human Resources Services Office shall first determine whether the employee/applicant meets the minimum qualification requirements set forth in National Aeronautics and Space Administration (NASA) Announcement Number NN-100 and NPG 3300.1. The qualifications of outside applicants for AST positions shall be validated in accordance with the same standards. The qualifications for MSFC employees who are applying for AST positions who have never before held an AST position shall be validated with the processing of the Official Personnel action. The processed personnel action serves as documentation that the minimum qualifications for the position are met and certifies that the action is in compliance with statutory and regulatory requirements.

In addition to the basic minimum qualifications established by OPM and/or NASA, a few MSFC positions may require that an employee receive specialized training and/or certification before being allowed to perform any duties of the position. (Example: An applicant for a photographer position may need to be a certified SCUBA diver if the primary function of the position is to perform underwater photography). Only in such rare cases, shall a training/certification check be a part of the qualification determination performed by the Human Resources Services Office prior to filling the position. Documentation of such certification shall be documented in the notes section of the NASA STARS case file.

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

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9. RECORDS

Record Type: FPPS

Record Type: Electronic

Responsible Party: File Clerk

Location: Electronic

Records Retention Schedule: Records are retained electronically in our FPPS for all MSFC employees. Additionally, historical data is also maintained on former employees, indefinitely:

When a position is filled through selection from a Competitive Placement Plan (CPP) announcement the processed action is retained in FPPS electronic data files. The CPP electronic case file is maintained in the NASA Staffing and Recruiting System (NASA STARS) for a period of 2 years. CPP files are maintained in accordance with NPR 1441.1 NASA Records Retention Schedule, Schedule 3, Item 12. If the contents of the staffing record are needed as evidence in an Equal Employment Opportunity complaint, grievance, lawsuit or other litigation, it shall be retained as long as required.

Qualification records for eligible applicants on external job announcements shall be retained for the life of the resulting register (except applications that may be brought forward to a new register). When an outside applicant is determined to be unqualified, their application is returned and no qualification record is maintained. When an outside applicant is selected for a position at MSFC their qualification record, is documented through the processing of the official personnel action. Where positions are filled through NASA STARS, electronic case file is retained for a period of 2 years. If the contents of the staffing record are needed as evidence in an Equal Opportunity complaint, grievance, lawsuit, or other litigation, it shall be retained as long as required. Employment Applications are maintained in accordance with NPR 1441.1, NASA Records Retention Schedule, Schedule 3, Item 13.

10. TOOLS, EQUIPMENT, AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None